

## Advanced Nurse Practitioner - Job Description

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| <b>Job title:</b>      | Advanced Nurse Practitioner                 |
| <b>Grade:</b>          | £39,045 - £46,854                           |
| <b>Accountable to:</b> | Practice Manager and GP Partners            |
| <b>Location:</b>       | Here, 4th Floor, 177 Preston Road, Brighton |

### About us and our culture

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

#### **We believe these things to be true**

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all
- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

#### **Our Purpose in the World**

Care Unbound. To create more possibilities for care in every moment.

#### **How we work in service of our purpose**

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

### **JOB PURPOSE**

To act as an autonomous practitioner working independently and in conjunction with other healthcare professionals to assess, diagnose and treat the conditions of patients attending within primary care, and initiating direct referrals as appropriate.

To provide expert professional advice to patients, carers and colleagues and ensure the maintenance of clinical excellence including acting as an extended and supplementary prescriber.

To develop new and innovative concepts, models, methods and practices to deliver new and improved primary care services to meet the needs of the practice and CCG population.

To provide education and training to other staff and students. To promote and maintain clinical excellence.

To undertake research as part of the role.

## **PRINCIPAL DUTIES & RESPONSIBILITIES**

### **CLINICAL NURSING PRACTICE**

The Advanced Nurse Practitioner works autonomously and is accountable for own professional actions.

1. Undertake Clinical Nursing Practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary health care services.
2. Assess, diagnose and treat patients attending primary health care services with a range of acute, non-acute and chronic medical conditions, prescribing where necessary and as appropriate to level of skill.
3. Assess, diagnose and treat patients in surgery who require acute medical attention and refer to appropriate agency, prescribing where necessary and as appropriate to level of skill.
4. Directly admit patients to secondary care hospital in acute medical need.
5. Refer patients to other medical specialities for assessment if deemed appropriate.
6. Refer patients as appropriate to other members of the multidisciplinary team, secondary care and to other statutory and voluntary organisations.
7. Arrange and interpret a range of diagnostic tests and routine clinical procedures e.g. cytology, venepuncture, blood pressure monitoring etc.
8. Critically analyse care and make judgements in line with the expectations and scope of the role, using protocols and clinical expertise as appropriate.
9. Make referral decisions for further management of care independently i.e. to secondary care, without the need for consultation with a medical / GP colleague.
10. Advise and support others where standard protocols do not apply.
11. Work within professional guidelines and codes of conduct.
12. Work within all relevant practice policies and procedural guidelines e.g. infection control, chaperoning, risk management.

13. Extended and supplementary prescriber.

## **CARE AND PROGRAMME MANAGEMENT**

14. Develop and manage highly specialised programmes of care and care packages and provides highly specialised advice concerning care beyond the scope of normal nursing practice.
15. Communicate highly sensitive condition and health related information to patients, relatives and carers.
16. Diagnose and initiate a management of care plan with patients suspected to have a chronic disease e.g. diabetes, COPD, asthma, IHD, delegating and referring to other clinical staff as appropriate.
17. Contribute to the delivery of practice targets, both local and national within the disease management agenda e.g. QOF, prescribing incentive scheme, NSFs, National Benchmarking including the design and implementation of processes and protocols.
18. Oversee and manage disease registers and recall systems for specified patient groups.
19. Assess, plan and manage systems and processes for the identification and delivery of new and current enhanced services, using processes and staff available.
20. Audit outcomes of care against standards and initiate changes as necessary and appropriate.
21. Undertake annual review of patients' understanding of chronic diseases, their medication and ability to self-manage.
22. Refer to other members of the extended primary health care team as appropriate e.g. chiropodist, dietician, specialist Nurses.

## **STRATEGIC DEVELOPMENT OF PRIMARY CARE SERVICES**

23. Contribute to the strategic development of primary care and public health services to meet patient and population needs within the practice and across the wider organisation. Work/liaise across multi-professional and agency boundaries.
24. Work at the forefront of practice innovation. Determine how to deal with ambiguous or unique problems to develop and advance primary care services for the benefit of patients, carers and communities.
25. Work with the Partners to design and implement processes and protocols for the safe, efficient and cost-effective delivery of care.
26. Develop links within the CCG and other local and national bodies relevant to primary care.
27. Monitor and contribute to organisation, administration and management of practice budgets.

## **HEALTH IMPROVEMENT**

28. Initiate and carry out programmes of health screening and ensure other team members are aware of health agendas and screening programmes.
29. Introduce innovation in practice to meet on-going health needs and demands of the practice and its population.
30. Work to introduce new developments that will improve health outcomes for patients and is able to demonstrate, through written and presentation, these developments.
31. Share innovation with others.
32. Support GPs/Nurses/Partners in profiling the practice population in order to initiate and promote improved health and prevent disease in individuals and groups.
33. Represent and act as advocate to individuals and families interests when they are not able to do so themselves.
34. Make referrals to statutory and voluntary agencies as appropriate.

## **COMMUNICATION**

35. Provide and receive highly complex, sensitive or contentious information and frequently deals with situations which are hostile or emotive.
36. Use highly developed communication, negotiation and conflict management skills which require empathy, reassurance and persuasive skills where there can be barriers to acceptance which need to be overcome.
37. Regularly communicate service related information to Partners, Business Manager, Salaried GP's, Nursing and Administrative staff, patients, relatives and carers.
38. Make operational judgements, manage conflicting views and reconcile inter and intra professional differences of opinion.
39. Build, facilitate and communicate therapeutic working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care.
40. Develop and deliver presentations to large groups e.g. Local and national conferences, clinical meetings, empowering staff to develop presentation skills in order to promote good practice.

## **MANAGE/LEAD SELF/OTHERS**

41. Undertake a leadership role within the practice.
42. Encourage and motivate others to be innovative and forward thinking in ways that address the health needs of the local population.
43. Develop and lead on evidence based practice.

44. Promote effective communication and relationships within the team.
45. Partake in clinical supervision for the professional development of self and others.
46. Actively participate in clinical and practice meetings.
47. Develop own knowledge and practice to meet objectives/changes in service.
48. Integrate theory into practice and establish formal links with educational institutions.
49. Act as mentor for pre-registration students and other staff within the practice.
50. Lead on setting standards and promote best practice.
51. Operate high standards of probity.

### **INFLUENCE AND DEVELOP POLICY**

52. Responsible for establishing policies and how they should be interpreted and translated within the practice.
53. Implement local/national, CCG and practice policies, propose developments and improvements to service delivery.
54. Work with GP Partners on the development of practice protocols for the surgery and clinical protocols for the clinical team.

### **MANAGE AND USE INFORMATION**

55. Make effective use of the clinical system by ensuring the consistent and accurate entering of data and use of Read Codes.
56. Facilitate the use of up to date information technology in order to collate accurate and timely information as and when required by the practice.
57. Ensure a satisfactory call and recall system of patients.
58. Monitor, identify and review deficiencies in procedures and implement remedial action.

### **RESEARCH AND DEVELOPMENT**

59. Continuous involvement in research/evaluation and/or development work which may be as part of one or more formal research programmes or activities.
60. Actively contribute to Practice/Service/Team audit/Research activity as required.
61. Instigate audit activity as required e.g. new services.
62. Identify, apply and disseminate research findings relating to clinical practice.

### **WORKING CONDITIONS**

63. Frequent exposure to body fluids, blood, wounds, fleas and lice.

64. Occasional exposure to aggressive behaviour.

65. Frequent use of VDU equipment.

66. Frequent requirement to travel between different locations

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## **USE OF NEW TECHNOLOGY**

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

## **CONFIDENTIALITY**

As an employee of 'Here' you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by 'Here'. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

## **EQUAL OPPORTUNITIES**

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

## **HEALTH AND SAFETY**

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## **NO SMOKING POLICY**

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

## **TRAINING AND DEVELOPMENT**

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development

Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

## AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of 'Here'. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and 'Here'.

Employees

Signature: .....

Print Name .....

Date: .....

Manager Signature: .....

Print Name: .....

Date: .....

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|---|--|
| <b>JD author (name and job title):</b>                        |  |
| <b>Date JD agreed:</b>  |  |
| <b>Brief description of reason for review (if applicable)</b> |  |
| <b>Version number</b>   |  |